

Treatment and Distribution are two separate certifications; you will be required to pay a separate fee to maintain each certification. Continuing Education (CE) must be included when your renewal is due.

- Payments may be submitted prior to completing your continuing education. However, if your continuing education hours are submitted after your expiration date a \$100 penalty will be assessed.
- Payments sent in after the **fee due date** and before the **first late fee date** will be assessed a \$50 penalty.
- Payments sent in after the **first late fee date** will be assessed a \$100 penalty.

If you have any questions regarding submitting your fees, please contact Amy Chiang at (916) 449-5618.

If you have any questions regarding your continuing education courses being acceptable, please contact Steve Bogart at (916) 449-5615.

To keep track your continuing education hours use the form below. Turn in when time for the renewal is due.

**PLEASE PRINT LEGIBLY OR CARD WILL BE RETURNED**

Date	Contact Hours	Course Title	Name of Instructor or Institution and phone number	Location
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	
			Instruction/Institution: Phone #: ( )	

<b>TOTAL HOURS:</b>	<b>IF NECESSARY, CONTINUE ON A SEPARATE PIECE OF PAGE</b>
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**Operator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Renewal fees are due four months **BEFORE** the expiration date. A late fee of \$50 will be due for renewals submitted or resubmitted after the renewal due date, but at least 45 days prior to the expiration date. A late fee of \$100 will be due for renewals submitted or resubmitted less than 45 days prior to the expiration date but within six months after the expiration date.

**CERTIFICATES THAT ARE NOT RENEWED WITHIN SIX MONTHS THE EXPIRATION DATE CANNOT BE RENEWED!**

<b><u>EXPIRATION DATE</u></b> If your certification expires on this date...	<b><u>RENEWAL DUE DATE</u></b> You must renew by this date to avoid late fees	<b><u>FIRST LATE FEE</u></b> A \$50 late fee applies if you renew after the "Renewal Date" but before this date...	<b><u>SECOND LATE FEE</u></b> A \$100 late fee applies if you renew after the "First Late Fee" date but before this date...
January 1, 2005	September 1, 2004	November 17, 2004	July 1, 2005
February 1, 2005	October 1, 2004	December 18, 2004	August 1, 2005
March 1, 2005	November 1, 2004	January 15, 2005	September 1, 2005
April 1, 2005	December 1, 2004	February 15, 2005	October 1, 2005
May 1, 2005	January 1, 2005	March 17, 2005	November 1, 2005
June 1, 2005	February 1, 2005	April 17, 2005	December 1, 2005
July 1, 2005	March 1, 2005	May 17, 2005	January 1, 2006
August 1, 2005	April 1, 2005	June 17, 2005	February 1, 2006
September 1, 2005	May 1, 2005	July 18, 2005	March 1, 2006
October 1, 2005	June 1, 2005	August 17, 2005	April 1, 2006
November 1, 2005	July 1, 2005	September 17, 2005	May 1, 2006
December 1, 2005	August 1, 2005	October 17, 2005	June 1, 2006

**CONTINUING EDUCATION HOURS ARE REQUIRED**

Acceptable courses must have been completed since your previous renewal due date (within the last three years). Continuing education contact hours must be obtained between renewal periods and submitted before your expiration date or a late fee will be assessed and your certificate will be suspended for six months. If your certificate is suspended due to lack of continuing education, you can reactivate that certificate by submitting the continuing education requirement and the appropriate late fee (\$100) to DHS within six months of your expiration date. After that date the certificate will be revoked. You will need to take and pass the exam, and meet all current certification requirements in order to be certified.

The following number of contact hours of continuing education will be required for renewal:

<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>
12 hours	16 hours	24 hours	36 hours	36 hours

When your renewal is due send the information requested on this card along with your renewal fee. Please remember, maintaining verification of your continuing education contact hours is entirely your responsibility, and is required to renew your operator certification.

**PLEASE PRINT LEGIBLY OR CARD WILL BE RETURNED**

Date	Contact Hours	Course Title	Name of Instructor or Institution and phone number	Location
			Instructor/Institution: Phone number: ( )	
			Instructor/Institution: Phone number: ( )	
			Instructor/Institution: Phone number: ( )	
			Instructor/Institution: Phone number: ( )	
			Instructor/Institution: Phone number: ( )	
<b>TOTAL HOURS =</b>				

**IF NECESSARY, CONTINUE ON A SEPARATE SHEET OF PAPER**

For more information on renewals and continuing education, visit our website at:  
<http://www.dhs.ca.gov/ps/ddwem/technical/certification/opcert.html>

## You have to submit continuing education (CE) hours with this renewal.

Payment must be postmarked on or before the due date. If payment is postmarked after the due date, a late fee will be charged. If CE is not submitted by the due date it can be submitted before the expiration date to avoid a late fee. A discount is being offered to operators who are currently certified as both a water treatment operator **and** a water distribution operator. If you only hold one certificate, please submit the fee listed under *Renewal Fee*. If you hold both certificates, please submit the fee listed under *Discount Fee*. **THIS NOTICE AND THE FEE SUBMITTED RENEWS ONE (1) OPERATOR CERTIFICATE ONLY.**

To renew your **Operator Certificate for three years**, fill out the information requested below (*Important Renewal Information (to be filled out by operator)*), and submit this card along with your CE information and the appropriate fee listed below to the address noted below. Make your check or money order payable to **DHS-OCP (do not send cash)**, **ALL FEES ARE NONREFUNDABLE**. Your renewal cannot be processed without this **card**, your **original signature**, and the **renewal fee**. If you have any questions regarding your certification, you may contact the Operator Certification Program at (916) 449-5611.

### RENEWAL FEES

Grade	Renewal Fee	Discount Fee (currently certified in <u>both</u> water distribution <u>and</u> treatment)	First Late Fee	Second Late Fee
1	\$70.00	\$55.00	<u>plus</u> \$50.00	<u>plus</u> \$100.00
2	\$80.00	\$60.00	<u>plus</u> \$50.00	<u>plus</u> \$100.00
3	\$120.00	\$90.00	<u>plus</u> \$50.00	<u>plus</u> \$100.00
4	\$140.00	\$105.00	<u>plus</u> \$50.00	<u>plus</u> \$100.00
5	\$140.00	\$105.00	<u>plus</u> \$50.00	<u>plus</u> \$100.00

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***This half of the notice must be returned with your CE requirement and payment.***

Mail this form, payment, and continuing education hours to:

Department of Health Services  
Drinking Water Program  
Operator Certification Renewal  
**MS#7417**  
**P O Box 997413**  
**Sacramento, CA 95899-7413**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Which one (1) are you renewing (check one only):

Treatment: \_\_\_\_\_ Distribution: \_\_\_\_\_

Operator #: \_\_\_\_\_

Please submit a separate form per certificate renewal.

↓ ***This information is required to renew your certificate*** ↓

#### **IMPORTANT RENEWAL INFORMATION** (to be filled out by operator)

##### **Certificate Expires:**

E-Mail address: \_\_\_\_\_

Distribution/Treatment Operator No. (if applicable):  
[must be currently certified to qualify for discount]

Daytime Phone No.: (        ) \_\_\_\_\_

Check No.: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Original Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR OCP OFFICE USE ONLY**

To Accounting: \_\_\_\_\_

ID Card Sent/ \_\_\_\_\_

Database Updated: \_\_\_\_\_